



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 10-R-2216006

REQ. AGENCY : 012061
ALDOT - EQUIP BUREAU
AGENCY REQ. NO. : G09-000377
T-NUMBER :
DATE ISSUED : 01/06/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1434095
BUYER NAME : SUSAN JANA

FOR: VEHICLE LEASE - ADMIN

BUYER PHONE NO. : (334) 242-7173-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 01/27/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 01/28/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

COURIER

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216006

PAGE 2

INVITATION TO BID

OPEN DATE : 01/28/10 TIME: 10:00 AM

RETURN DATE: 01/27/10 TIME: 5:00 PM

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 09/18/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216006

OPEN DATE : 01/28/10 TIME: 10:00 AM

RETURN DATE: 01/27/10 TIME: 5:00 PM

PAGE 3

INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216006

PAGE 4

INVITATION TO BID

OPEN DATE : 01/28/10 TIME: 10:00 AM

RETURN DATE: 01/27/10 TIME: 5:00 PM

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

NOTE: DELIVERY DATE MAY BE A FACTOR IN AWARD

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND AND THIRD 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND AND THIRD PERIODS, IF AGREED TO BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST AND SECOND 12-MONTH PERIOD EXPIRES. ANY ANY SUCCESSIVE EXTENSION MUST HAVE THE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR.

THE LEASE PERIOD CANNOT EXCEED A TOTAL OF 36 MONTHS.

ORDERING PROCESS:

UPON FINAL AWARD, A PURCHASE ORDER WILL BE ISSUED FOR THE REMAINDER OF THE CURRENT FISCAL YEAR (FY 10), WHICH EXPIRES 09/30/10.

A NEW PURCHASE ORDER WILL BE ISSUED, WHEN APPROPRIATE, FOR THE NEXT FISCAL YEAR (FY 11) FOR 12 MONTHS.

PAYMENT IN ARREARS:

PAYMENT WILL BE MADE MONTHLY IN ARREARS.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

MAKE/MODEL:

AT THE END OF THE LINE WHERE SPACES ARE MARKED "MAKE" AND "MODEL", VENDORS MUST INDICATE THE MAKE AND MODEL BEING BID. THIS INFORMATION IS REQUIRED, EVEN IF BIDDING THE RECOMMENDED MAKE/MODEL. FAILURE TO COMPLETE THIS INFORMATION WILL RESULT IN BID REJECTION.

DESCRIPTIVE LITERATURE:

THE BRANDS AND MODEL NUMBERS REFERENCED PROVIDE A LEVEL OF QUALITY, AND UNLESS OTHERWISE SPECIFIED, ARE NOT RESTRICTIVE. VENDORS BIDDING ALTERNATE ITEMS MUST PROVIDE COMPLETE DESCRIPTIVE/TECHNICAL LITERATURE WITH BOTH THE ORIGINAL AND REQUIRED COPY OF THE BID. REFERENCE TO A WEBSITE OR TO LITERATURE WITH A PREVIOUS BID WILL NOT SATISFY THIS REQUIREMENT.

FAILURE TO SUBMIT DESCRIPTIVE LITERATURE WITH THE ORIGINAL AND/OR REQUIRED COPY OF THE BID WILL RESULT IN BID REJECTION.

PHYSICAL INSPECTION AND OPERATIONAL EVALUATION MAY ALSO BE REQUIRED WITHOUT COST OR OBLIGATION TO THE STATE OF ALABAMA.

NEW EQUIPMENT:

ALL EQUIPMENT MUST BE NEW AND UNUSED AND ACCEPTABLE BY THE ORIGINAL EQUIPMENT MANUFACTURER FOR THEIR MAINTENANCE.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) BUSINESS DAYS FROM RECEIPT OF REQUEST.

ALL CHARGES:

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216006

OPEN DATE : 01/28/10 TIME: 10:00 AM

PAGE 5

INVITATION TO BID

RETURN DATE: 01/27/10 TIME: 5:00 PM

THE BID PRICE MUST BE ALL INCLUSIVE, EXCEPT FOR THE CHARGE PER MILE
FOR MILES IN EXCESS OF 15,000 PER YEAR. ADDITIONAL CHARGES OF ANY
KIND ARE UNACCEPTABLE AND WILL NOT BE PAID.

ATTACHMENTS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 10-R-2216006

OPEN DATE : 01/28/10 TIME: 10:00 AM

RETURN DATE: 01/27/10 TIME: 5:00 PM

PAGE 6

INVITATION TO BID

***** IMPORTANT INFORMATION *****

IT IS THE RESPONSIBILITY OF VENDORS TO READ THIS ENTIRE DOCUMENT FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE BID.

REMINDER: BIDDERS MUST SUBMIT AN ORIGINAL AND A MINIMUM OF ONE EXACT, COMPLETE COPY (INCLUDING SIGNATURE AND NOTARY), AS SHOWN ON PAGE 2 OF THE ITB, OR THE BID WILL BE REJECTED.

FOR SPECIFICATION QUESTIONS, CONTACT THE AGENCY:
STAN CARLTON OR LYNNE WALLACE @ (334) 242-6057

FOR PROCEDURAL QUESTIONS, CONTACT THE BUYER:
SUSAN JANA @ (334) 242-7173 OR SUSAN.JANA@PURCHASING.ALABAMA.GOV

REMINDER: CHANGES TO SPECIFICATIONS MAY ONLY BE DONE VIA A WRITTEN ADDENDUM. VERBAL SPECIFICATION CHANGES ARE NOT ALLOWED.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216006

PAGE 7

INVITATION TO BID

OPEN DATE : 01/28/10 TIME: 10:00 AM

RETURN DATE: 01/27/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 012061 / 012M01 ALDOT - EQUIP BUREAU GO 1409 COLISEUM BLVD. ROOM F101 MONTGOMERY AL 36110					
00001	COMMODITY CODE: 975-14-066610 LEASE, VEHICLE	12	MONTH		
1 EACH FOR GENERAL OFFICE - 022 (ADMIN) CONTACT FOR DELIVERY: RAY JOHNSTON 334-242-6266 ALABAMA DEPT OF TRANSPORTATION EQUIPMENT BUREAU 1409 COLISEUM BLVD MONTGOMERY, AL 36110					
AWARDED VENDOR'S RESPONSIBILITIES *****					
01) ALL MECHANICAL MAINTENANCE TO BE COVERED BY THE VENDOR (LESSOR), AT THE VENDOR'S OR THEIR AGENT'S SHOP, AT NO COST TO THE STATE					
02) ALL TOWING TO BE PROVIDED BY THE VENDOR OR THEIR AGENT, AT NO COST TO THE STATE					
03) PICK UP AND DELIVERY OF LEASED VEHICLE WHILE LEASED VEHICLE IS BEING REPAIRED, AT NO COST TO THE STATE					
04) PROVISION OF A COMPRABLE LOANER VEHICLE, AT NO COST TO THE STATE, WHILE THE LEASED VEHICLE IS BEING REPAIRED					
AGENCY'S RESPONSIBILITIES *****					
01) ALL ROUTINE MAINTENANCE, INCLUDING FUEL AND ADDITIVE OIL					
02) ALL INSURANCE WILL BE THE AGENCY'S RESPONSIBILITY TO OBTAIN AND MAIN- TAIN FOR THE DURATION OF THE LEASE. INSURANCE WILL BE HANDLED THROUGH RISK MANAGEMENT.					
MONTHLY LEASE PRICE MUST INCLUDE FOR UP TO 15,000 MILES PER YEAR.					
CHARGE PER MILE IN EXCESS OF 15,000 PER YEAR \$_____/MILE					
IF THERE IS A PER MILE CHARGE FOR MILES IN EXCESS OF 15,000 PER YEAR, VENDORS MUST ENTER A FIGURE IN THE SPACE ABOVE. BIDS WITHOUT A PRICE IN THIS SPACE WILL					

PAGE TOTAL

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 10-R-2216006

PAGE 8

INVITATION TO BID

OPEN DATE : 01/28/10 TIME: 10:00 AM

RETURN DATE: 01/27/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY UNIT	UNIT PRICE	EXTENDED AMOUNT
-------------	-------------------------------	---------------	------------	--------------------

BE ACCEPTED AT "NO CHARGE" FOR MILES IN
EXCESS OF 15,000 PER YEAR.

* SEE ATTACHED SPECIFICATIONS

MAKE: _____ MODEL: _____
ENVOY UTILITY VEHICLE OR EQUAL

PAGE TOTAL

BID TOTAL

